

I. Position Title: Police Records Specialist Revisions Date: 1/07
EEO Code: Admin. Support
Status: Non-exempt
Control No: 30414

Under the supervision of the Records Manager and the Assistant Records Managers, performs a variety of routine to complex office duties as needed to process, maintain and disseminate automated and manual police records to the appropriate city departments, outside agencies and the public. Records Specialists will be trained in all essential duties but will perform specific duties based on their assignment to either the Information or the Report Processing Team.

- Receives and directs incoming calls to the police department using a multi-line computerized phone system.
- Greets, directs and assists walk-in public.
- Coordinates with police dispatch center to route incoming emergency calls and communicate with on-duty police personnel.
- Maintains daily in/out log of office personnel and on duty officers.
- Sorts, files, and data enters citations into computer.
- Audits case report files for filing and attachment errors.
- Performs functions of cashier calculating and collecting fees, balancing cash drawer and preparing daily deposits.
- Meets certified cashing standards through City Treasurer.
- Maintains City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Maintains a resource index with contact information for outside agencies and services that may be needed by the public and/or police personnel.
- Data enters police case reports into computerized record-keeping system.
- Sorts and distributes all incoming and outgoing mail and deliveries.
- Receives, processes and documents into computer, report requests, GRAMA (Government Records Access Management Act) requests, subpoenas and evidence photos according to city, state and federal laws, rules and regulations.
- Obtains and maintains notary certification and performs notary services for the public and city personnel.
- Trains, tests, certifies and maintains BCI (Bureau of Criminal Identification) certification to be a user of the BCI system. Testing and certification must be renewed every two years.
- Performs criminal background checks for new city employees, city volunteers and the public.
- Attends all BCI, ULEIN and County Computer System training and assures department compliance with BCI rules and regulations and for auditing purposes.
- Maintains pre-paid accounts for insurance companies and reporting companies.
- Tests for and maintains BCI TAC (Terminal Agency Coordinator) certification and is responsible for training, testing and certifying all police department personnel on BCI systems, rules and regulations, and any updates.
- Verifies all NCIC entries and cancellations on a daily basis to assure quality control.
- Monitors BCI printer for NCIC teletypes and ten minute hit responses daily during the hours of 8 to 5

- PM. Processes and responds to teletypes and ten minute hit responses.
- Performs priority NCIC entries, cancellations and all BCI inquiries daily 8 to 5 PM as requested by authorized personnel.
- Completes monthly BCI validation.
- Backs up personnel on Information team.

REPORT PROCESSING TEAM:

- Receives and processes all incoming case reports on a daily basis.
- Reads and reviews all incoming reports for quality control assuring all information is complete and in compliance with city, state and federal guidelines and corrects any problems.
- Data enters case reports into the records management system (Spillman) and electronically transfers reports to the NIBRS (National Incident Based) UCR (Uniform Crime Reporting) system.
- Data enters and documents non-priority stolen and recovered items into the NCIC (National Crime Information Center) computer according to BCI (Bureau of Criminal Identification) rules and regulations.
- Performs criminal history background checks through BCI on arrested persons according to BCI rules and regulations.
- Scans and indexes all reports and citations into document imaging system.
- Disseminates and documents case reports to appropriate agencies, city and department personnel according to city, state (GRAMA) and Federal (Privacy and Security) laws, rules and regulations.
- Receives, reviews and sorts citations for quality control. Utilizes BCI for motor vehicle and drivers license checks.
- Receives and processes dispositions from the City Attorney's office, i.e. declinations, screening worksheets, etc. to update case reports and arrest records in computer system.
- Receives and processes all follow-up reports from Officers and Detectives to assure quality control and updates new information into the records management system, document imaging system and BCI.
- Performs weekly reports for missing cases.
- Performs weekly and/or monthly reports for active cases.
- Creates, purchases, inventories and stocks all department forms.
- Receives and processes all court ordered expungements.
- Backs up personnel on Information and Report Processing teams.

IV. **Marginal Duties:**

- Performs other duties as assigned.
- Performs special projects as assigned.

V. **Qualifications:**

Education: High School Diploma and one year of clerical/ secretarial training or experience. Accounting and bookkeeping skills preferred.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Police terminology and practices, police records procedures, information and privacy laws, clerical and general office practices, procedures and various types of office equipment, filing, typing, correct English usage, reading comprehension skills, spelling, vocabulary, basic math and algebra statistical methods.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, and tools and for making decisions which affect the activities of others. Because privacy and security is of utmost importance, every single case that is worked is handled discretely.

Communications skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with, and influence people; frequent contact with press and community groups; requires well developed sense of strategy and timing; communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Frequent use of Records Management System; frequent use of a computer; ability to operate various word processing and database software, fax machine, copy machine; regular use of a printer; a computerized phone system; type 35WPM.

Analytical Ability: Prioritize and organize tasks; receive, process and disseminate police information according to city, state and federal laws, rules and regulations; good reasoning and comprehension skills; good basic math skills; good reading comprehension skills.

VI. Working Conditions:

Great mental effort is required daily; pressure and fatigue are present in this position due to daily exposure to deadlines and decision making requirements; minimal stooping or kneeling; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; refer work to supervisor only when policy questions arise. May work a rotating day and/or afternoon shift.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.